

ZONING PROCEDURES – THE BASICS

Chattanooga-Hamilton County Regional Planning Agency - www.chchrpa.org. 423-668-2287.
http://www.chchrpa.org/Divisions_and_Functions/Development_Services/Zoning.htm

Please go to this website for full information regarding Zoning Issues for Lakesite

All of this information was pulled from the Regional Planning website to give basic information on Zoning procedures, applications, etc. There may be more information you need to know. Make sure you go to the website for full information.

WHAT IS THE BASIC ZONING PROCESS?

1 Zoning Application	Request Form, Fee, Deed, Site Plan. Deadline: 10 th of each month.
2 Zoning Notice	Zoning notice is posted by applicant.
3 Public Hearing	Planning Commission meeting: 2 nd Monday of each month, 1:00pm- 4 th floor, Courthouse.
4 Resolution Mailed	A resolution of the Planning Commission's recommendation is mailed to the proper legislative body.
5 Legislative Action	Legislative body rules on the application after their public hearing.

WHO MAY SUBMIT AN APPLICATION?

The owner(s) or an appointed representative shall submit an application to the Operations office of the Chattanooga-Hamilton County Regional Planning Agency, 1250 Market Street, Suite 2000, Chattanooga, TN 37402-2713.

The appointed representative is a person authorized by the legal current property owner to represent the case as the applicant. As part of the application, the representative shall submit a SIGNED document by the current property owner stating knowledge of the request and acknowledging that the applicant is representing the owner.

WHAT INFORMATION MUST BE SUBMITTED WITH AN APPLICATION?

- **Rezoning Application-** In addition to the information contained on the application form the applicant must submit a copy of the recorded deed of the property; a site plan, boundary plan, plat, etc. showing the exact acreage of the property to be rezoned, and a check, cash, or money order in an amount specified on the last page of this booklet.
- **Street or Alley Closure & Abandonment-** In addition to the completed application form the following information is requested:
 1. Signatures, when applicable, on the application and copies of deeds of individuals who own the properties adjoining the street or alley easement effected.
 2. Check, cash or money order in an amount specified on the last page of this booklet.
- **Other Permits-** In addition to the completed application form, the applicant must submit a copy of the recorded deed of the property and a check, cash, or money order in the amount specified on the last page of this booklet.

Additional information may be required as a part of the application or hearing process. Please see zoning ordinances or regulations for those requirements.

WHAT IS THE DEADLINE FOR SUBMITTING AN APPLICATION?

Applications received by the 10th of the month shall be heard at the next regularly scheduled Planning Commission meeting. If the 10th falls on a non-working day, the deadline shall be the last working day preceding the 10th. The deadline for Signal Mountain Planning Commission is the 10th of the month, or the last working day preceding the 10th.

ARE THE SURROUNDING PROPERTY OWNERS NOTIFIED OF THE APPLICATION?

In addition to all public utilities, notices are sent to the surrounding property owners for Street and Alley Easement Closures. Notices are sent to the property owners whose properties are considered to be affected by the abandonment or closure.

Signs are posted for all petitions.

- Signs must be posted at the right-of-way of the street or road
- Signs should be mounted on a hard surface that will prevent curling or bending of the sign. Signs may be mounted on a structure and should be visibly free from obstruction.
- Signs improperly displayed may be considered a violation of a zoning process.

- Signs must be posted no later than the 11th of the month and maintained throughout the entire process.
- The applicant is responsible for replacing notice signs which are damaged or lost.

WHAT HAPPENS AT THE CHATTANOOGA-HAMILTON COUNTY REGIONAL PLANNING COMMISSION MEETING?

- All applicants will be given a public hearing.
- The applicant and interested citizens will be given an opportunity to express their feelings on the proposed change.
- Following the public hearing on each case, the Planning Commission will act on each application.
- The Planning Commission may recommend either approval, approval with conditions, denial or deferral of an application.

THE APPLICANT OR A REPRESENTATIVE NEEDS TO BE PRESENT TO ANSWER QUESTIONS. PLEASE MAKE EVERY EFFORT TO ATTEND ALL MEETINGS!!!















WHAT HAPPENS TO THE APPLICATION FOLLOWING THE PLANNING COMMISSION MEETING?

- A resolution of the Planning Commission's action will be mailed to the proper legislative body.
- The applicant will receive a letter informing him of the Planning Commission's action and what, if anything should be done to get the application heard by the legislative body.
- Where applicable, a legal notice will be published in the newspaper. (As required by Tennessee State Law.) The ads for the City and County cases are automatically placed in the paper. For other jurisdictions the applicant must contact that City or Town to have their case advertised.
- Final action on SPECIAL PERMITS FOR SINGLE WIDE MANUFACTURED HOMES is by the Planning Commission. An appeal of the Planning Commission action may be made to the County Commission. The appeal will be heard at the 2nd County Commission meeting of the following month. A request for an appeal to the Planning Commission action must be made within 7 days to the Operation's Office of the Planning Agency.

WHAT HAPPENS AT THE LEGISLATIVE BODY MEETING?

- Applications are given another public hearing. The applicant and interested citizens will be given an opportunity to express their feelings on the proposed change.
- The legislative body will act on the application and the decision rendered is final. In some instances, a legislative body might postpone action until a later date.
- Once an application is heard by the Planning Commission and denied by the appropriate legislative body, that application, or any part or combination of the same tract shall be eligible for another rezoning request only under terms as outlined in the jurisdiction's zoning ordinance.

WHAT ARE THE DEVELOPMENT REVIEW FEES?

Zoning Fees		
	Fee	Advertising Fee
Residential / Agricultural Zones		
 Single lot <= 1 acre	\$100.00	\$50.00
 1.1 to 5 acres	\$245.00	\$50.00
 5.1 - 20 acres	\$585.00	\$50.00
 20.1+ acres	\$720.00	\$50.00
All Other Zones		
 up to 5 acres	\$585.00	\$50.00
 5.1 - 20 acres	\$655.00	\$50.00
 20.1+ acres	\$720.00	\$50.00
 Lifting Conditions on Previous Case	\$100.00	\$50.00
Special Use Permits		
 Special / Conditional / Special Exceptions Permit	\$200.00	\$50.00
 Special Use Permit (MH)	\$50.00	
 Planned Unit Development (PUD)	\$400.00	
Subdivision and Planned Unit Development Signature Fees		
 Subdivision Plat Signing Fee (including PUDs)	\$200.00	
Other Fees		
 Municipal Street, Sewer, and Alley Closure and / or Abandonment	\$350.00	
 Hamilton County Road Closure and / or Abandonment (advertising fee only)		\$50.00

ZONING APPLICATION INSTRUCTIONS

TYPES OF APPLICATIONS – OBTAINED FROM www.chchrpa.org. 423-668-2287.

The Chattanooga-Hamilton County Regional Planning Agency accepts applications for:

- Rezoning
- Street & alley closures
- Special exceptions permits (including planned unit developments)
- Conditional use permits

WHO MAY APPLY?

In the case of rezoning and special exceptions permits, property owners or their appointed representatives may apply. Adjacent property owners may apply for street and alley closures.

The appointed representative is a person authorized by the legal current property owner to represent the case as the applicant. As part of the application, the representative shall submit a SIGNED document by the current property owner stating knowledge of the request and acknowledging that the applicant is representing the owner.

WHAT INFORMATION IS REQUIRED?

The information listed below is not all-inclusive. Additional information may be required as a part of the application or hearing process. Please see zoning ordinances or regulations for those requirements.

Rezoning:

- Zoning request form (obtained from the RPA website)
- Site plan (see below for details)
- A copy of the recorded deed of the property
- Check or money order in an amount specified on the fee schedule. Application fee is only refundable up to 3 days from the date an application is submitted.

Site plans are required for the following types of zoning requests:

	Exempt	Required for
Lakesite	R-1 & PUD Special Exceptions*	R-2 & R-5 with 3 or more dwelling units; all other zones

****PUD Special Exceptions are already subject to separate site plan submittal requirements as provided for by ordinance.***

Street or Alley Closure or Abandonment:

- Zoning request form
- Signatures, when applicable, on the application and copies of deeds of individuals who own the properties adjoining the street or alley easement affected.
- Check or money order in an amount specified on the fee schedule. Application fee is only refundable up to 3 days from the date an application is submitted.

Other Permits:

- Zoning request form
- A copy of the recorded deed of the property
- Check or money order in an amount specified on the fee schedule. Application fee is only refundable up to 3 days from the date an application is submitted.

APPLICATION DEADLINE

Applications received by the 10th of the month shall be heard at the next regularly scheduled Planning Commission meeting. If the 10th falls on a non-working day, the deadline shall be the last working day preceding the 10th. The deadline for the Signal Mountain Planning Commission is the 10th of the month, or the last working day preceding the 10th.

REQUIRED POSTING OF SIGNS

- Signs must be posted at the right-of-way of the street or road.
- Signs should be mounted on a hard surface that will prevent curling or bending of the sign. Signs may be mounted on a structure and should be visibly free from obstruction.

- Signs improperly displayed may be considered a violation of the zoning process.
- Signs must be posted no later than the 11th of the month and maintained throughout the entire process.

The applicant is responsible for replacing notice signs, which are damaged or lost.

Site Plan Requirements Policy

It is the intent of this policy to require site plans that will provide sufficient information for planners, planning commissioners, elected officials, and other interested parties to make more informed decisions regarding rezoning requests. Site plans that meet the requirements of this policy should promote greater understanding of the request and provide sufficient information under most circumstances to officials and stakeholders to allow informed decisions to be made.

Site Plan Required

A site plan **SHALL BE REQUIRED** for the following rezoning requests.

	Exempt	Required for
Lakesite	R-1	ALL OTHER ZONES and R-2 & R-5 with 3 or more dwelling units

PUD Special Exceptions are already subject to separate site plan submittal requirements as provided for by ordinance.

Plan Submittal

- All plans in conjunction with rezoning applications **MUST BE SUBMITTED BY THE DEADLINE** for submission of zoning cases on the 10th of the month (or on the last business day prior to the 10th, when the 10th falls on a weekend or holiday) to be considered at the next month's Planning Commission meeting. A five day grace period from date of submission may be considered, on a case by case basis, when approval has been obtained from the Planning Agency Executive Director prior to filing the application. Such approval will extend acceptance for five (5) days from the stated deadline date. **NO APPLICATIONS WILL BE ACCEPTED WITHOUT A SITE PLAN, UNLESS EXEMPTED AS INDICATED IN THE TABLE ABOVE.**
- Only plans providing all required information will be eligible for review. All others will be returned without review at submitter's expense. Zoning applications and a checklist of requirements are available at the RPA Development Services counter or online at www.chchrpa.org.

Site plans may only be binding to the extent that a site plan is referenced in an ordinance or resolution or elements of a site plan are added as conditions to the rezoning.

Site Plan Minimum Requirements

- These requirements are the base requirements for all site plans. Larger or more intensive developments may be requested to show more information on site plans.
- All site plans must be submitted on a minimum of tabloid size (11" x 17") paper. Larger sizes may be requested or provided. **If a larger size is provided at least one (1) copy must be of tabloid (11" x 17") size.**
- Five (5) copies of each site plan are required.
- All plans must be clear, legible, and drawn to scale.
- A site plan requirements checklist is also required for submittal; applicants must certify that their submitted site plan meets the requirements as stated in this document.

All site plans submitted for rezoning **MUST** contain:

A legend that shows:

- a. Ownership (name & address)
- b. North arrow
- c. Graphic Scale
- d. Identification of the project contact person (including address, phone number, and email address)
- e. Area in acres (total area being requested for rezoning)
- f. Residential Density (dwelling units per gross acreage)

A site plan map that shows:

- a. Location map
- b. Current zoning
- c. Area for proposed zone request (labeled as such) with dimensions shown
- d. Approximate location, size and dimensions of the existing or proposed building(s)
- e. Property lines that contain the tract of land to be developed
- f. Location of and access to all adjacent public streets
- g. Vehicular and pedestrian points of ingress and egress, existing or proposed
- h. Landscape buffers as required by ordinance or otherwise proposed
- i. Proposed sidewalks
- j. Approximate parking area design/redesign, including number of spaces
- k. Location of dumpsters

Additional information may be requested

Again, this information comes directly from the Regional Planning website. You must go to [http://www.chcrpa.org/Divisions and Functions/Development Services/Zoning.htm](http://www.chcrpa.org/Divisions_and_Functions/Development_Services/Zoning.htm) for all of Lakesite's zoning issues.